

Session 6

Tool Time Tuesday

Speed up your computer, Office 365, Productivity Tools



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Speed up your computer

- Close windows and browser tabs you don't need
- Don't keep files on your desktop
- Defrag your hard drive (if possible)
- Reduce the number of apps that open at start up (if possible)
- Remove excess files from your "Downloads" folder and "Recycle bin"
- Keep your laptop cool

Cool down your computer

- Use compressed air to remove dust.
- Turn on a fan or you can get a cooling pad.
- Power off your computer when you're not using it.
- Do not place a laptop on a soft surface. Place it on a hard surface with airflow.
- You can prop the four corners to increase airflow.

Office 365 (www.office.com)

You can use Office 365 on the web only or MD Anderson staff should be able to download Office 365 from the Software Center to use on your desktop.

- **Login WITHOUT VX Remote or VPN. You will need DUO mobile.**
- **Access and edit your files anywhere, anytime.**
- **Word, Excel, PowerPoint**
 - Open a document from office.com or directly from your desktop.
 - Sync from the desktop to office.com
- **OneNote:** Create notebooks.
- **Microsoft Teams:** You may need to request an account.
- **Shared with me:** This section will show you documents that were shared with you.

Productivity Tools

- **Office 365 Planner:** Create a "Plan", assign tasks, and due dates.
- **ZenKit:** Free. Create different projects, assign tasks, and due dates.
- **Pomodoro** (<https://pomodoro-tracker.com/>)

- Create a to-do list for the day. The timer asks you to focus intensely for 25 minutes at a time and take a short break before going back to work. Every 4 Pomodoros take a longer break, (15–30 minutes).
- [Forest](#); [Bear Focus Timer](#); [AppBlock](#)